

United States Court of Appeals for the Second Circuit



Vacancy Announcement

June 26, 2006
Reference# FY06-21

Position Title: Staff Attorney

Location: Office of Legal Affairs, 40 Foley Square, NYC

Salary Range: From \$56,799
depending on experience,
current salary and qualifications.

Closing: September 25, 2006 - To begin August 2007

Position Overview: The Staff Attorneys' Office serves the Court at large. Staff Attorney's learn a wide variety of substantive and practical lawyering skills. Principal tasks include analyzing and researching legal issues and drafting bench memoranda for all *pro se* and counseled substantive motions heard by panels of three judges, as well as for all appeals in which at least one party is proceeding *pro se*. In their memoranda, Staff Attorney's discuss the facts and procedural history of the case, analyze the legal issues, and recommend the disposition of the appeal. The appeals raise issues in such areas as *habeas corpus*, civil procedure, constitutional law, employment discrimination, social security, criminal law, sentencing guidelines (especially prisoners' rights), immigration and commercial law. Motions include motions to dismiss appeals, applications for stays or injunctions pending appeal, petitions for writs of mandamus, petitions for leave to appeal and applications for certificates of appealability (*habeas corpus*). All of these motions require a review of the case on the merits. These motions are often filed on an emergency basis and must be fully analyzed in an expeditious manner. Staff Attorney's also perform other legal and administrative functions.

This position is for a two-year term, with the possibility of renewal up to a maximum five-year term.

Requirements: Juris Doctor required. Applicants must have excellent academic credentials and possess superior analytical, research and writing skills.

To be considered for the position you must submit four copies of each: cover letter, resume, law school transcript, two unedited writing samples and three references to:

United States Court of Appeals, Second Circuit
40 Foley Square, Room 1604
New York, NY 10007
Attn.: Human Resources, Reference #FY06-21

APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER